

Position Description – Kabul – Vacant

Agency	Department of Defence
Position Number	11628
Title	Translator and Research Officer
Classification	LE4.1
Post/Section	Kabul
Reports to	Defence Attaché

About the Australian Government's Department of Foreign Affairs and Trade (DFAT)

The role of the Department of Foreign Affairs and Trade (DFAT) is to advance the interests of Australia and Australians internationally. This involves strengthening Australia's security, enhancing Australia's prosperity, delivering an effective and high quality overseas aid program and helping Australian travellers and Australians overseas.

The department provides foreign, trade and development policy advice to the Australian Government. DFAT also works with other Australian government agencies to drive coordination of Australia's pursuit of global, regional and bilateral interests.

About the Australian Department of Defence

The Australian Defence Force (ADF) is constituted under the [Defence Act 1903](#), its mission is to defend Australia and its national interests. In fulfilling this mission, the Australian Defence Organisation (Defence) serves the Government of the day and is accountable to the Commonwealth Parliament to efficiently and effectively carry out the Government's defence policy. The primary role of the ADF is to defend Australia against armed attack. Australia's defence policy is founded on the principle of self-reliance in the direct defence of Australia, but with a capacity to do more where there are shared interests with partners and allies.

About the role

Under general direction of Defence Attaché, the Translator and Research Officer provides support to the Defence Section and other Embassy staff as necessary. The role of the Translator and Research Officer at the Australian Embassy in Kabul is to facilitate Australian defence diplomacy with Afghan Government departments and officials in order to provide clear understanding of the views of both parties particularly as they pertain to security and defence issues. Further, a key task of the position is conduct research on contemporary defence and security issues from publicly available open source material disseminated by Afghan Government, non-government organisations, international organisations and academic organisations and individuals. This task includes the conduct of research and the conduct of meetings with key interlocutors. This research should enhance the understanding of the Australian diplomatic staff regarding the ongoing security situation in Afghanistan and its near neighbours. The incumbent of the position is required to liaise with the Government of Afghanistan and its departments, in particular the International Military Affairs Branch of the Ministry of Defence.

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Qualifications/Experience

- Fluency in the languages Dari, Pashtu and English.
- Proven high quality translation and interpretation skills
- Excellent understanding of the security environment in Afghanistan.
- Communication skills: ability to communicate clearly verbally, and produce high quality written reports.
- Should have strong understanding of Afghan and international cultural norms.
- Should be proficient in taking minutes of meetings.
- Bachelor degree is minimum requirement.
- Should have 3 years of work experience.
- Proficiency in the use of a range of software programs, including Microsoft Office, Microsoft Outlook email and calendar, and internet for research.

The key responsibilities for this position include but are not limited to:

1. Research

- Utilise research on open sources (including TV, radio, IT and the internet) of information to access and disseminate information responding to the direction of the Defence Attaché; and bring issues to the attention of the Defence Section.
- Prepare and disseminate records of conversations and meetings

2. Translation and Interpreting

- Translate English/Dari/Pashto documents as required.
- Interpret for the Ambassador, Defence Attaché and other Embassy staff as required.

3. Supporting Strong Bilateral Relations

- Liaise with the International Military Affairs Branch of the Ministry of Defence and Ministry of Foreign Affairs on bilateral defence issues.
- Arrange appointments with foreign embassies, non-government organisations and international organisations and (through coordination with the Afghan Ministry of Defence, International Military Affairs branch) with Afghan political and security officials.
- Support visits of Defence, Embassy staff and VIP visitors to various locations.
- Assist with administrative and logistic arrangements for official visits to Kabul.
- Assist with arrangements for official visits by Afghan defence and security officials to Australia.
- Schedule appointments for visiting Australian delegations to Kabul.

4. Records and Systems Maintenance

- Develop, initiate and maintain a range of contacts to facilitate the strategic objectives of the Defence mission.
- Liaise with relevant ministries and departments on matters relating to the defence operations of the Embassy. Draft correspondence as necessary.

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5. Administrative Assistance

- Assist with administrative duties as directed
- Backfill other LES positions and/or take on additional tasks as required.

6. Professionalism and Integrity

- Display initiative in relation to tasking, job responsibilities and time management.
- Comply fully with the LES Code of Conduct and LES Conditions of Service, the Working Smarter principles, Workplace Diversity, Workplace Health and Safety guidelines and local policies and procedures.